

TRANSFERS – FREQUENTLY ASKED QUESTIONS

The following questions are frequently asked when a member of the Association accepts either a voluntary transfer or is subject to a mandatory transfer by the Department. Your contractual transfer rights and entitlements can be found in Article 13 of the MSP/MSPTA contract.



I put in for a voluntary transfer and got it. After being notified of my selection, a family hardship has come up. Do I still have to take the transfer?

Yes. You may ask the Department for an exemption to the transfer obligation, however the Department has sole discretion as to whether they grant you an exemption or not. If the Department denies a request for an exemption, the denial is not grievable. If the Department grants an exemption, it is obligated to transfer the next most senior volunteer. (Article 13, Section 4e.)



I just got notice that I'm being given a mandatory transfer. How did I get picked when there are people with less seniority than me at other posts?

In deciding to make mandatory transfers the Department first looks at which posts the transfers are going to come from. There is no hard and fast rule as to how the Department decides which posts these will be, but once a post is identified as having to “surrender a body,” the person subject to the transfer is the least senior non-probationary trooper at the post. Note, however, that a trooper with less than 3 years and still at their first post is subject to a mandatory transfer regardless of seniority. (Article 13, Sections 2 & 6.)



How much time do I have before my transfer takes effect?

If you are voluntarily transferring, you will be given at least 21 days notice before the transfer is effective. If you are subject to a mandatory transfer, you will be given at least 40 days notice before the transfer is effective. (Article 13, Section 11.)



Does the state pay to move me?

Yes. The state will pay for your transfer move as long as that transfer is a distance greater than 15 miles and you move your residence more than 15 miles closer to your new work site. The state will pay for one move every four years unless you meet one of the six listed exceptions. (Article 13, Sections 12 and 13.)



Do I get time off to move?

Yes. The Department will allow you 2 days for moving. If you accepted a voluntary transfer you will be allowed to use annual leave or compensatory time. If you were subject to a mandatory transfer, the Department must provide you with administrative leave time. You may exercise your moving days at either your old work site or your new work site, but not at both. (Article 13, Section 14.)



Who moves my household goods?

You may elect to have a common carrier move your household goods or you may elect to move them yourself. If you elect to use a common carrier, you will need 3 quotes from 3 separate carriers on an ADM-12 form. If you elect to move yourself, the department will reimburse you for truck/trailer rental charges. (Article 13, Section 15a & 15b.)



Can I use my personal car or truck to move and then submit for the mileage?

No.



Is there a time limit to use my Department provided move?

Although there is no definitive time frame, the “reasonableness” standard will be applied.



I attempted to find housing prior to transferring but was unable to do so. How long can I stay in a hotel once I arrive at my new work site?

You will be allowed meal and lodging expenses for up to 60 days at the new work site, or until you secure permanent housing, whichever is less. In cases of hardship in securing a residence, you may request an extension up to an additional 60 days for lodging only but not meals. This extension must occur immediately following the original 60 days of meal and lodging expense reimbursement. (Article 13, Section 16.)



I transferred to a post in an adjacent county. I am not going to immediately move my residence, but instead am going to drive back and forth. What if anything am I entitled to in per diem expenses?

You will be reimbursed for actual mileage charges between points for a 60-day period or until you move your residence, whichever is less. You will not be reimbursed for meals or lodging. (Article 13, Section 16.)



I've just been notified of my transfer. I need to take time and look for a new residence. How do I do this?

You and an additional family member will be allowed up to 3 round trips to the new work site for the purpose of securing housing. There is no maximum number of days per trip. The maximum number of days that travel, lodging, and meal expenses are covered is 9. You must use either annual leave credits or compensatory time during your trips. (Article 13, Section 17.)



When am I exempt from a mandatory transfer?

You are exempt from a mandatory transfer if you are less than 4 years in to a hardship transfer, you were subject to a mandatory transfer within the preceding 4-year period, or you are the subject of an Employee Conduct Transfer. Exceptions to these exemptions are if you are promoted or have accepted a specialist position, by mutual agreement between you and the Department, or if you again become subject to an Employee Conduct Transfer. (Article 13, Sections 8 & 9.)

Although the above questions are not all encompassing, they provide answers to those most frequently asked. If you have further questions, please contact the Association office for further assistance.

Congratulations, and good luck at your new duty station.